**Clare Youth Service**

**CONFIDENTIAL**

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| **APPLICATION FOR POST OF: Accounts Assistant** |

*(Please refer to “essential requirements” on Person Specification before completing application)*

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| **PERSONAL DETAILS** |

Name:

Address:

Contact details: e-mail: Mobile: Landline:

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| **REFERENCES** |
| Give details of two referees, including your current or most recent employer who would support your application |
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| **1.Current or most recent employment (Supervisor or Line Manager)** |
| Name: |
| Address: |
| Telephone No: |

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| **2. Second Referee** |
| Name: |
| Address: |
| Telephone No: |

**EDUCATION DETAILS:**

Starting with the most recent, list all **Certificates, Diplomas and/or Degrees** and specify dates of attainment**.**

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| **COURSE TITLE & AWARDING BODY** | | | **YEAR COMPLETED** |
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| Starting with the most recent, list **other non-accredited and /or relevant courses** and specify dates of completion. | | | |
| **COURSE TITLE & TRAINING ORGANISATION** | | | **YEAR COMPLETED** |
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| **EMPLOYMENT HISTORY**  Starting with the most recent, give details of your work experience – include voluntary and unpaid work you feel may be relevant to this post | | | |
| 1. **Give Details of Current (or Last) Work** | | |
| **Employer: Company Name, Address and Telephone number.** | | |
| Indicate the Sector: Community and Voluntary € Private € Public € | | |
| Date of Commencement: | Date of Termination: | |
| Outline reason(s) for leaving (if applicable): | | |
| Position of responsibility held: | | |
| Specify the type of work: Paid € Voluntary € Hours per Week: | | |
| Current annual salary: | | |
| Outline main tasks of the post: | | |
| 1. | 2. | |
| 3. | 4. | |
| 5. | 6. | |
|  | | |
| 1. **Give Details of Previous Work** | | |
| **Employer: Company Name, Address and Telephone number.** | | |
| Indicate the Sector: Community and Voluntary € Private € Public € | | |
| Date of Commencement: | Date of Termination: | |
| Outline reason(s) for leaving (if applicable): | | |
| Position of responsibility held: | | |
| Specify the type of work: Paid € Voluntary € Hours per Week: | | |
| Outline main tasks of the post: | | |
| 1. | 2. | |
| 3. | 4. | |
| 5. | 6. | |
|  | | |
| 1. **Give Details of Previous Work** | | |
| **Employer: Company Name, Address and Telephone number.** | | |
| Indicate the Sector: Community and Voluntary € Private € Public € | | |
| Date of Commencement: | Date of Termination: | |
| Outline reason(s) for leaving (if applicable): | | |
| Position of responsibility held: | | |
| Specify the type of work: Paid € Voluntary € Hours per Week: | | |
| Outline main tasks of the post: | | |
| 1. | 2. | |
| 3. | 4. | |
| 5. | 6. | |
| **SUITABILITY FOR THE POST**  Under the headings below please outline your experience, skills and abilities in relation to the post of Accounts Assistant. In your answer please outline the length of time you were engaged in the relevant activity. Continue on a separate sheet if necessary. | | |
| **Experience of Sage Line 50:** | | |
| **Experience of Quantum or similar payroll packages:** | | |
| **Setting up and maintaining Capital Assets Register:** | | |
| **Processing and preparing month end accounts:** | | |
| **Assisting with preparation of accounts for Audit:** | | |
| **Computer skills** – Please outline your competency level on the various Microsoft applications including Word, Excel, Outlook, Access etc. Detail your knowledge under the broad headings of   1. Basic 2. Intermediate 3. Advanced | | |

**SUITABILITY FOR THE POST ( cont/d)**

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| **With reference to the Person Specification and Job Description – Why do you think that you are particularly suitable for this position?** | |
| **MEMBERSHIPS**   |  |  | | --- | --- | | List all professional Bodies, Voluntary and Community Sector (V&CS) Organisations, etc. of which you are or have been a member. If you played a specific role or under took special responsibility within the organisation, please give details. | | | NAME OF PROFESSIONAL BODY, VOLUNTARY &/OR COMMUNITY ORGANISATION, ETC. | YEAR(S) OF MEMBERSHIP | |  |  | |  |  | |  |  | |

**Any additional information that you feel is relevant**:

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| **Are there any legal restrictions on your availability to take up employment? If YES please give details**: |
| **If appointed, when could you commence employment with** **Clare Youth Service?** |
| **DECLATATION** |
| I certify that the information given in this application is accurate and complete to the best of my knowledge.  **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that the signing of this application form indicates that you have read the job description and any other information issued by Clare Youth Service and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid. |